

PLANNER – LONG RANGE - 1512

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate professional work in the handling of a variety of assignments; does related work as required. Work is performed under regular supervision.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Provides professional planning services; develops and maintains planning related databases, conducts, researches, prepares and presents reports, studies and recommendations related to long range land use planning to boards and committees; administers departmental GIS program.

Assist in the preparation of long range land use plans;

Develops, maintains, analyzes and interprets planning related databases;

Analyzes, prepares and presents technical reports on rezoning, text amendments, special use permits, variances and appeals to applicable boards and committees;

Performs annexation studies;

Assist with grant applications;

Administers traffic data program;

Administers departmental GIS program;

Provides technical and professional advice; makes presentations to supervisors, committees, boards, civic groups and the general public;

Provides staff support to Planning Commission, Board of Adjustment and City Council as needed and assigned;

Responds to citizens inquiries about planning related ordinances and plans;

Solicits input from appropriate staff;

Serves as backup to Planner-Current;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the principles and practices of planning and zoning; general knowledge of current literature and recent developments in the field of planning and zoning; considerable knowledge of GIS systems; ability to analyze and systematically compile technical and statistical information and to prepare technical reports; ability to interpret various rules and regulations; ability to prepare and present technical information clearly; ability to establish and maintain effective working relationships with associates, and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in urban planning or related field and some experience in professional planning work.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of North Carolina.